

**Minutes of the Carlisle Board of Health
October 22, 2013**

Present: Board members Jeff Brem (Chairman), Catherine Galligan, Bill Risso, Vallabh Sarma and Donna Margolies; also present Linda Fantasia (Agent); Karina Coombs (Mosquito), Ed Rolfe (Planning Board), Mike Moreshead, Dr. Chantal Nouvellon

The meeting was called to order at 7:00 pm. at Carlisle Town Hall.

ADMINISTRATIVE REPORTS

Policies and procedures – Fantasia presented the Board with a draft revising some of the Board’s policies and procedure. The intent is to reduce the amount of paper plans, move towards electronic filings, improve office efficiency, and set a timetable for meeting materials. The Board agreed to review and comment for the next meeting.

Benfield Report – 10/9/13 - Rob Frado observed the pressure test of force main and return lines (held 10 psi steady for one and a half hours – approved). Monitoring wells are being installed by Steve Smith (Geo-Hydrocycle) on 10/22/13. CW 3 was installed near production well without problem. They ran into refusal and groundwater for CW 1 and 2. They are bringing in a different rig next week. Meridian does not want to move wells which were located based on the nitrate modeling. Beaudry is keeping the Board informed. The Conservation Commission will be discussing the kinds of activities allowed over the field. The Board does not want any type of stakes put into the ground since these could rupture the tubing.

FY15 Budget Planning – The Board will follow the zero percent guideline so there is no need to meet with the Finance Committee. The FY14 Year End memo was sent to the Committee chair for distribution and the Finance Director.

338 Bedford Road (Goff Property) – Sarma reported on the master planning Charette which he attended on 10/9/13. Representatives from various town boards and committees were convened to consider potential uses of the property including nearby Banta Davis possibilities. The Town purchased the property to construct a 10 bedroom group home. Other potential uses might include a senior recreational facility, playing fields, and multi-unit housing. Brem also attended and said there may be interest in expanding the school’s waste water treatment facility for some of the uses. The area is close to large tracts of conservation land, has easy access and consists of excellent soils. The next meeting will be 11/6/13. The meetings are open to the public in addition to Board representatives.

95 HANOVER HILL – SEPTIC INSTALLATION. Present for the discussion was Mike Moreshead, installer, and Chantal Nouvellon, owner.

Moreshead explained that the Building Inspector had issued a Stop Work Order due to structural concerns about the foundation and the Conservation Commission had issued an Enforcement Order due to erosion problems. He would like to continue working on installing the tanks and leaching area because of the winter shut down 11/30/13. Risso questioned the need for moving forward on the septic installation if the house is not close to occupancy. Nouvellon said delays were a result of a dispute with the Building Inspector and the town was now hiring an independent inspector, John Minty. A state inspector had visited the site and all parties were working towards resuming work as quickly as possible. Her site engineer is waiting to meet with Minty and has all of the required reports. Nouvellon said that the Conservation Administrator wanted a second line of hay bales and jute mesh to prevent further erosion. This will be done as soon as they can work on the site. Moreshead said the leaching area was outside of the buffer zone and not affected by the erosion. Risso asked about the status of the house – was it wired, framed, and how close was it to obtaining an occupancy permit. The winter shut down ends March 1st. Unless the house will be ready for an occupancy permit before that time, it might be better to wait until the site issues were resolved. Risso was concerned that if the field is installed and covered, it could be damaged from vehicular traffic during the remaining construction. Brem noted that installing a system in the spring can be a problem if the soils are wet. The Board asked if access to the tank locations and leaching area might need to be done first. Moreshead said this would

be his preference. Nouvellon said an abutter has agreed to provide temporary access to the leaching area if necessary.

The Board reviewed the site plan and agreed that even with the steep grades access to the leaching area should not be a problem. Contractors will need to be careful. Brem said the Board is firm about the 11/30/13 shutdown. Title 5 does not allow using frozen soils in a system. It is possible to request an extension but the Board would need solid justification and weather will be a consideration. The Board reviewed the Building Department Stop Work Order. Fantasia said the Building Dept. was waiting for soils and structural reports from the consultants before allowing work to proceed. There is a concern that the foundation is unstable. Fantasia explained that the Order covered a 40' radius around the construction site. The tanks would be located in this area. Building Inspector John Luther was concerned that the walls of the house were not stable and any work close to the structure could cause them to fall. The Board did not have any detail on the Conservation Commission Enforcement Order. Moreshead said he had spoken with the Conservation Commission and hoped to get the area of erosion stabilized this week. Nouvellon said she had spoken with her architect and engineer who will be consulting with John Minty. She expects that work will be allowed to continue later this week.

The Board agreed that work could start on the septic system as long as it did not conflict with any other order. All work must be completed by 11/30/13. As an assurance that the deadline would be met, the Board requires Moreshead and Nouvellon to attend the next meeting and give a progress report. The Board will then decide whether work should continue.

ADMINISTRATIVE REPORTS (CONT).

Great Brook State Park – An emergency beaver trapping permit was issued on 10/13/13 for ten days. Integrated Wildlife Control reported that four beavers were removed. The beavers had dammed up a culvert making a fire and emergency access road near Pine Point Trail inaccessible. This trail is heavily used by the public and also provides access to the agricultural fields. The Board asked if the beavers could have been relocated. State law prohibits moving wild animals which could introduce disease to other animals. Fantasia said other permits have been issued to the Dept. of Conservation and Recreation for Great Brook State Park. The Board agreed a permanent solution is needed.

Cancer Incidence in MA 2005-2009 for Cities and Towns – available at www.mass.gov/dph/mcr on 11/4/13. The report may not be conclusive for Carlisle due to its small population. Galligan offered to review the report.

Middlesex Tick Task Force – Carlisle will host the next meeting on 10/30/13 at 3 pm. UMass is interested in setting up a local program of surrounding towns to test ticks that have bitten people. The data will become part of CDC's assessment to help determine risk of exposure. The Lyme Disease Committee has been advised. The Board agreed the program would be helpful.

MHOA Conference – Margolies and Fantasia will be attending 10/23-24. Lyman will cover the office.

UMass Clerkship – students met with Wellness Grant Project Coordinator Terry Curran, Dr. Kim Robinson, a pulmonologist at Marlboro Hospital, and Chief Flannery. They are preparing a brochure and website material. They filmed a short segment for CCTV – COA Happenings which will run next month. COA is interested in arranging a Hazard Kitchen demonstration for their June lunch as part of the state's Senior Safety Fire Prevention Campaign. The Dept. of Fire Services may be interested in hosting a workshop on medical oxygen for next year. Students are willing to participate if classes allow. Mosquito would like to interview the students.

DISCUSSION ITEMS

Update on Title 5 Letters of Non-Compliance – Fantasia explained that there was not enough time to send out reminders by certified mail. She will do this for the next meeting. Two of the properties have responded and are in the process of meeting the conditions of approval for their systems. The work is ongoing.

Medical Marijuana – Margolies reported on the last committee meeting. They are looking at zoning restrictions which might apply to a dispensary such as a 500’ radius from any school, daycare, or location where children might congregate. There are very limited commercially zoned areas in town. The Center is one and there are two on River Road. Town counsel will attend the next committee meeting.

2013 Flu Clinic – 100 people attended the clinic which was held on October 18th. The state supplied vaccine was used for non-seniors. This included family members caring for a senior. Four nurses from Emerson Home Care administered the vaccine. Region 4A Planner, Ryann Bresnahan, audited the clinic as part of a facility set up drill. She will prepare an After Action Report. The drill is one of the required deliverables from the state. Overall the clinic was well attended, well-staffed, and successful. The only issue was lack of parking due to a bike group which used the town hall lot as its base. Better signage next year will be important.

NEW BUSINESS

Cash Procedures – Brem explained that the auditors had made recommendations following the Board’s audit. They suggested written procedures and daily turn in of cash which also includes checks. Brem had submitted a response noting that the Board has a very comprehensive manual on how cash receivables are handled. He was not sure the Auditor was aware of the written procedures which had been provided to the Finance Director. Fantasia said the Auditors are no longer including the comment in the town report. The Finance Director distributed newly written procedures at the last staff meeting which the office will follow.

Uniform Procurement Act – the Town Administrator provided a summary of the procurement requirements for municipal departments. Design/engineering contracts are exempt from Uniform Procurement.

Wage Salary Study – Riso had reviewed and signed off on Fantasia’s job description for the study being conducted by the town. The next step will be employee interviews.

BILLS – well inspector, and printing costs for the tobacco resource manual. This is a reimbursable grant.

It was moved (Galligan) and seconded (Riso) to approve the bills as presented for payment. Motion passed 5-0-0.

Fantasia was asked to verify that the well inspector invoice was not a duplicate. She was also asked to check on a new well being installed on River Road which appeared to be on a vacant lot. The Board would also like the well inspector to check that the public supply wells installed on the Rotondo property (aka Coventry Woods) are properly capped and locked.

[8:10 pm Brem left the meeting due to a potential conflict with the next agenda item. Riso assumed the chair.]

Long Ridge Road Development – The Board was asked to provide comments to the Selectmen on whether the town should treat the proposed development as a Local Improvement Project – or “friendly 40B”. Riso explained that a group of land use chairmen and administrators had met to discuss the subject and see whether the proposed project would be beneficial or detrimental to the town. Issues that concern the Board of Health would involve water supply and waste treatment. The project involves 20 single family town houses on 12 acres. There is one existing house on the property. The town houses will be served by individual private wells and two septic systems. Only five of the twenty units would be affordable with an estimated \$750,000 market price for the non-affordable units. The property is located in a residential neighborhood of Deck houses. Other than the developer’s request to do a LIP, there have been no plans filed with the town. Riso asked to have comments emailed to him so that he could forward to the town administrator. The Selectmen will make a decision at their next meeting. Rolfe asked whether a Town Hall Advisory Group (THAG) would be established if the project was endorsed as a LIP. Riso said the plan is to convene a THAG regardless of the LIP status.

Subdivision Regulations (Draft) - Rolfe asked about following up on the Planning Board’s request to discuss the issue of groundwater infiltration with Rob Frado. The Board agreed that Frado should track his time separately. No decision was made on paying for the time. Rolfe said the public hearing is still open for input.

Barn Licenses and Fees – residents have been filing the applications. Inspections will be done this month.

There was no further business discussed. Meeting voted to adjourn at 8:25 pm.

Respectfully submitted,

Linda M. Fantasia,
Recorder